



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

**POSITION AND DUTY MOS**

Recruiting & Retention NCO, 79T40

RANK/GRADE

SFC/E7 (minimum: **SGT/E5** or
SPC/E4 with PLDC

ANNOUNCEMENT#

AGR-FTRF 2004-01

UNIT AND LOCATION

Recruiting and Retention Command, Raleigh, NC
Various statewide duty locations

OPENS

1 January 2004

CLOSES

31 December 2004

POSITION DESCRIPTION: Responsible for recruiting qualified personnel for the NCARNG to meet monthly accession goals as established by OTAGNC. Interviews and counsels prospective enlistees concerning personal aptitudes, training opportunities, basic combat training, and military life. Explains Guard benefits, including critical skills, educational assistance, selected reserve incentives, promotions and career progression. Administers and scores pre-screening mental and physical examination of applicants. Coordinates with Mobile Entrance Testing Sites (METS) for testing of applicants, and with Military Entrance Processing Station (MEPS) Guidance Counselors for applicants' physical exam. Assists in administration and guidance counselors to establish and utilize a viable high school recruiting plan. Counsels disqualified applicants. Maintains lead refinement list. Is actively involved in TAG'S and unit's Retention Programs by providing assistance and guidance in all areas relating to strength maintenance. Establishes and maintains liaison with commanders and staff on all elements affecting unit strength to include briefing commanders monthly on strength climate. Maintains high standards of physical fitness and appearance and portrays a soldierly appearance at all times. Participates with unit during IDT and AT periods.

QUALIFICATION REQUIREMENTS: Must be qualified in or meet prerequisites for MOS 79T in accordance with DA Pam 611-21; if not qualified, is able to complete MOS producing course within four months of assignment. Possesses or is eligible for SECRET security clearance; **has minimum score of 110 in aptitude area GT or minimum of 100 in areas GT and ST**; types minimum of 25 words per minute; has valid state drivers license; is high school graduate or has GED equivalency; demonstrates satisfactory command of English language in reading, writing, and oral application. Computer literacy and successful sales and/or public relations experience is highly desirable. Must live within 50 miles of duty station or be willing to relocate at own expense. Must not be receiving military or civil service retirement pay nor be eligible for immediate annuity. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must not have completed more than 17 years of total active duty. Specialists (SPC/E4) that have completed PLDC and are on promotion list for SGT/E5 are eligible to apply. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty. Applicants with eligibility questions may contact SFC Henshaw, 919-664-6455 (Jane.Henshaw@nc.ngb.army.mil) or SGT Thomas, 919-664-6502 (Teresa.Thomas@nc.ngb.army.mil).

APPLICATION PROCEDURES: On-board NCARNG AGR SOLDIERS: Submit only OTAGNC Form 690-2, AGR Mobility Application (Oct 02) **and most current DA Form 2-1 or Aptitude Area Scores** to the address below.

OTHER APPLICANTS: Submit NGB Form 34-1, Application for Active Guard/Reserve Position, to the address at the bottom of this announcement. Ensure Position Title and Announcement are entered in the first blocks below the Privacy Act statement. Include the following supporting documents (photocopies only – do not send originals):

- a. DA Form 2-1, Personnel Qualification Record (current)
- b. Most recent military physical examination (SF 88 & 93 or DD Form 2808 & 2807-1)
- c. DA Form 7349-R, Annual Medical Certificate (Part 1 only)
- d. Last three NCOERs (DA Forms 2166-7). Specialist submit letter of recommendation from military commander or senior NCO.
- d. DA Form 705 reflecting latest APFT.
- f. DD Forms 214 for **ALL** previous military service (with items 23-30 included).
- g. Verification of **ALL** previous active duty, such as NGB Form 23/23b (RPAS) or DA Form 1506.

SEND APPLICATIONS TO: OTAGNC-HRO-MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410.

Applications received after closing date will be returned without action. Applications may not be mailed using government-supplied envelopes or postage.

POST ON UNIT/ACTIVITY BULLETIN BOARD UNTIL CLOSING DATE